

REMOVAL AND REPAIR OF DAMAGED ART

When a piece of art is reported damaged to the Office of Facility Management (OFM), arrangements must be made to remove the art as quickly as possible to avoid further damage or injury.

REMOVAL OF ART

Trained OFM staff will remove the art from the wall, make a notation of its location, and place it in the art storage room until it can be picked up for repair.

REPAIR OF ART

- Obtain an estimate from an art contractor for the repair.
- Submit a purchase request.
- Arrange pickup of art.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director